



## RECRUITMENT POLICY

### European Network of Migrant Women

#### Overview

European Network of Migrant Women is a feminist, secular, migrant women led organisation whose core mission is to defend and promote the rights of migrant women and girls in Europe. We represent the interests and promote the voices of women who face unequal treatment and multiple discrimination based on sex, migratory status and/or ethnicity.

As a feminist organisation we affirm the feminist understanding of “personal” as “political” and as such we place a great importance on the lived experiences of women. As a platform who advocates specifically for the rights of migrant women, we apply the same understanding to the lived experiences of women with migrant backgrounds whose voices we value as central to achieving our mission and objectives.

This is **one of the reasons that we put the rights of migrant women and girls at the heart of everything we do**. As part of this commitment, **we recognise, embody and champion these feminist principles** not only in our work or what we do but also in the way we work or how we do things. This includes our recruitment policies and processes.

#### **Recruitment Process:**

##### **General Requirements:**

- All ENOMW’s employees and volunteers must understand and adhere to the [vision, mission and objectives](#) of the Network
- All ENOMW’s employees and volunteers must understand and adhere to the [Feminist Values](#) of the Network
- All ENOMW’s employees and volunteers must understand and adhere to ENOMW’s [Policy “Keeping Girls Safe”](#)

## **Specific Requirements:**

An analysis of the job requirements will be conducted and it will form clear, job-relevant selection criteria, a job description and specification of a profile for the position. The profile will make a distinction between essential and desirable criteria. In writing or reviewing a job description for a new or existing position the following broad principles should be borne in mind:

- What skills and qualifications are essential and what are desirable
- A job description must describe expected skills, experience and expertise
- It must describe the job, not the person in it
- It describes the major tasks and duties of the job
- It must include the description of internal & external relationship (e.g. supervisors)
- It must include the days/hours of work or a type of contract (e.g. freelance)
- A job description must not be discriminatory

## **Advertising**

Where a need arises to fill a current or new position in ENOMW, in the first instance the position will be advertised internally, within the existing staff and volunteers of the Network, with a view of promoting opportunities and career development for staff and volunteers.

Once a decision to advertise externally has been made, ENOMW has a commitment to openly advertise career opportunities in order to attract top quality candidates. Advertising will be done strategically, using available communication channels.

## **Steps:**

Every person who fulfils the conditions listed in our job advertisements may apply.

Applications are pre-selected on the basis of their CV and the letter of motivation.

The pre-selected applicants are subsequently invited for a selection procedure, which depending on the position, may consist of:

- In-person or Virtual interview
- Submission of samples of written text
- Answering a questionnaire

Selection of candidates will be on merit basis and those who are successful shall demonstrate their suitability for appointment according to predetermined job-related selection criteria.

Adopted on 12 July 2020

By the Board of European Network of Migrant Women